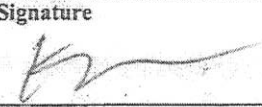
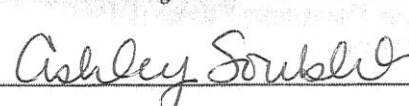


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston, MA		2. POSITION NUMBER 00010394	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position US OPM EPS Series, 3/95; GSSG, 6/98					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Supervisory Environmental Protection Specialist	GS	0028	14	001
4. Supervisor's Recommendation	Supervisory Environmental Protection Specialist	GS	0028	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Supervisor, Drinking Water Quality & Protection Unit		6. NAME OF EMPLOYEE W. Mark Sceery			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Ecosystem Protection		g.			
c. Drinking Water Branch		h. Employing Office Location			
d. Drinking Water Quality & Protection Unit		i. Organization Code 90123200 / 4679			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Jane F. Downing - Chief, Drinking Water Branch		d. Typed Name and Title of Second-Level Supervisor Ken Moraff, Deputy Director - OEP			
b. Signature 	c. Date 7/12/11	e. Signature 		f. Date 7/12/11	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code —	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (25% of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 8/2/11
11. REMARKS Temp. promotion NTE 10/22/11					

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Supervisory Environmental Protection Specialist GS0028-14

Drinking Water Program Manager

1. INTRODUCTION

Serves as the manager of the Drinking Water Program Unit in the Office of Ecosystem Protection under the direction of the chief of the Drinking Water Branch. The Drinking Water Program is responsible for the management, oversight, and direction of the Public Water Supply Supervision Program, the Source Water Protection Program, the Underground Injection Control Program and other duties defined by the Safe Drinking Water Act. Work is evaluated on the basis of effectiveness and efficiency in accomplishing program goals and objectives. The incumbent serves as a key advisor to top management regarding programs under his/her responsibility.

2. MAJOR DUTIES AND RESPONSIBILITIES

- Develops both short and long range work plans to achieve overall program goals for activities under his/her direction. Directs staff to implement work plans and help achieve identified goals. This planning process encompasses two ongoing cycles of management activity which intertwine and run parallel in time: the regional program planning/budget cycle and the drinking water program planning cycle. Makes decisions regarding consistency across the unit for productivity improvements, accountability, and the effectiveness of individual performance. The incumbent uses initiative and judgment to determine appropriate programmatic priorities, makes decisions affecting the direction of the program, and determines whether overall state and programmatic goals and objectives are being met. Assures environmental justice and pollution prevention objectives are considered in the program planning process.
- Designs and works with staff to implement special projects which advance the drinking water program in New England.
- Develops and maintains high-level drinking water-related contacts within the regulated community, state and federal agencies, including EPA headquarters, tribes, and other interested parties as appropriate.
- Oversees the development of strategies and alternatives as he/she evaluates complex policy issues in the context of public health for the citizens of New England.
- Reviews and coordinates regional comments on draft national and state policies, as appropriate. Works with staff to review and prepare comments on national and state regulations, guidance and guidelines on behalf of the EPA New England.
- Ensures that drinking water-related grants are effectively issued and managed by staff.
- Tracks progress, and works with state and EPA drinking water and legal staff to advance approvals of state drinking water primacy applications.

- Fosters cooperation and team approaches to resolve problems. Ensures adequate staff coverage of critical work and establishes appropriate accountability mechanisms for agreed upon work. Coaches employees, facilitating the development of skills required to meet goals. Implements and supports provisions of agency programs in the areas of equal employment and diversity.
- Ensures that adequate health and safety measures are in place for staff field work.
- Practices management integrity as a top priority in the office and ensures that it is integrated into daily work. Develops, assesses and strengthens management control systems to safeguard programs and achieve mission results. Takes timely corrective actions on all identified weaknesses. Ensures prompt follow-up and resolution of audit findings. Supports a full disclosure policy for the organization that provides early detection of emerging issues. Keeps top levels of management fully apprised of effectiveness of management integrity systems.
- Manages extramural resources, both procurement (contracts) and assistance (grants, cooperative agreements, and interagency agreements) properly and in compliance with regulatory requirements and Agency policies and procedures. Develops appropriate extramural resources and management competencies in staff.
- Works with staff in the unit to ensure quality work products and comments are timely and consistent with the regulations and policies under the Safe Drinking Water Act.
- Prepares briefing materials and briefs upper management on high-level and controversial projects and issues.
- Works closely with the states, tribes, agencies, associations and drinking water utilities to discuss and resolve issues as early as possible.
- Negotiates timely solutions with Hqs, tribes and the states on technical and financial issues associated with implementation of federal ,tribal, and state drinking water programs.
- Provides leadership in the integration of the drinking water program in other relevant programs within the region and the states.
- Effectively represents the agency in relevant extramural drinking water activities.
- Assists New England States in maintaining strong drinking water programs. Assists in developing and implementing the state grant programs, including setting annual performance measures.
- Participates in scheduled national conference calls and reviews and comments on national guidance documents and rulemaking, as appropriate.
- Supervises drinking water staff on a day-to-day basis.
- Other duties as assigned.

3FACTORS

Factor 1 – Program Scope and Effect

Directs a program segment that performs professional, highly technical, or complex administrative program(s). The program and work directed has coverage which encompasses New England which includes major metropolitan areas and six states. Activities, functions, or services accomplished directly

and significantly impact a wide range of agency activities, the work of other agencies, or the operations of outside interests (e.g., a segment of a regulated industry) or the general public.

Factor 2 – Organizational Setting

The position reports to a GS-15 Level position.

Factor 3 – Supervisory and Managerial Authority Exercised

Level 3-3A

Exercises delegated managerial authority to set a series of annual, multi year, or similar types of long-range work plans and schedules for in-service or contracted work. Assures implementation of the goals and objectives for the program segment(s) or function(s) they oversee. Determines goals and objectives that need additional emphasis; determines the best approach or solution for resolving budget shortages, and plans for long-range staffing needs. These positions are closely involved with high-level program officials (or comparable Agency level staff personnel) in the development of overall goals and objectives for assigned staff function(s), program(s) or program segment(s). For example, they direct development of data; provision of expertise and insights; securing of legal opinions; preparation of position papers or legislative proposals, and execution of comparable activities which support development of goals and objectives related to high levels of program management and development of formulation.

Level 3-3B

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities and prepares schedules for completion of work; assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluates work performance of subordinates; gives advice, counsel, or instruction to employees on both work and administrative matters; interviews candidates for positions of the unit and recommends appointment, promotion, or reassignment to such positions; hears and resolves complaints from employees, effects minor and major disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identifies developmental and training needs of employees, providing or arranging for needed development and training; finds ways to improve production or increase the quality of the work directed; develops performance standards.

In addition, exercises the following authorities:

1. Using any of the following to direct, coordinate, or oversee work; supervisors, leaders, team chiefs, groups coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors.
 2. Exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of other units or organizations, or in advising management officials of higher rank.
 3. Assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of grantee capabilities or of completed grant work.
 4. Direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources).
 5. Making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors.
 6. Evaluating subordinate leaders and serving as the reviewing official on evaluations of non-supervisory employees rated by subordinate supervisors. Making or approving selections for subordinate non-supervisory positions.
 7. Hearing and resolving group grievances or serious employee complaints.
 8. Reviewing and approving serious disciplinary actions (e.g., suspensions) involving non-supervisory subordinates.
 9. Making decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit.
 10. Determining whether states or other grantees performed work meets standards of adequacy necessary for authorization of payment.
 11. Approving expenses comparable to within-grade increases, extensive overtime, and employee travel.
 12. Recommending awards or bonuses for non-supervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others.
 13. Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.
-

Factor 4 – Personal Contacts

Factor 4A – Nature of Contacts

Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date technical familiarity with complex subject matter.

Such contacts are made on a frequent basis with one or more of the following:

1. High ranking managers, supervisors, and technical staff in EPA AASHIPS and/or laboratories; agencies headquarters; administrative support staff; or comparable personnel in other federal agencies.
2. Key staff of public interest groups (usually in formal briefings) with significant political influence or media coverage.
3. Journalists representing influential city or country newspapers or comparable radio or television coverage.
4. Congressional committee and subcommittee staff assistants below staff director or chief counsel levels.
5. Officials and high level technical staff of large water utilities.
6. Local officers of regional or national trade associations, public action groups, or professional organizations; and/or state, tribal and local government managers doing business with the agency.

Factor 4B -- Purpose of Contacts

The purpose of the contacts is to justify, defend, or negotiate in representing the program in obtaining or committing resources, and in gaining compliance with established policies, regulations or contracts. At this level, it usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance to programs managed.

Factor 5 -- Difficulty of Typical Work Director

At least 50% of the non-supervisory duty hours of subordinates and others (i.e., contractor employees) is expended on work at the GS-13 level .

Factor 6 -- Other Conditions

Supervision and oversight requires significant and extensive coordination and integration of a number of important projects or program segments of professional, scientific, technical, managerial, or

administrative work comparable in difficulty to the GS-13 level. Supervision involves major recommendations which have a direct and substantial effect on the organization and projects managed. The manager makes major recommendations in the areas listed below:

1. Significant internal and external program policy issues affecting the overall organization, such as those involving political, social, technological, and economic conditions.
 2. Restructuring, reorienting, recasting immediate and long-range goals, objectives, plans and schedules to meet substantial changes in legislation, program authority and/or funding.
 3. Determination of projects or program segments to be initiated, dropped or curtailed.
 4. Changes in organizational structure including the particular changes to be affected.
 5. The optimum mix of reduced operating costs and assurances of program effectiveness, including introduction of labor-saving devices, automated processes, methods, improvements, and similar.
 6. The resources to devote to particular programs (especially when staff years and a significant portion of an organization's budget are involved).
 7. Policy formulation and long-range planning connection with prospective changes in functions and programs.
-

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
TBA			
Name	W. Mark Scerry		This position has no extramural resources management responsibilities.
Position Number	00070394	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy less than 25% of time.
Title	Supervisory/EPs		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-0028-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	U.S. EPA		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Jane Dowling	Date	7/12/11
Personnel Specialist's Signature	Ashley Soult	Date	8/2/11

Part 1. Contracts Management Duties

Pre-award:			Monitors management and performance of delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			Close-out:
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
Post-award:			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			
Monitors cost, management, and overall technical performance of contract after award		Percentage of Time Spent on Contracts Management	
		N/A %	

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement
Negotiates level of funding		Other (list)
Conducts site visits to evaluate program capability		Close-out:
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out
Other (list)		Reconciles payment with work performed
Award:		Notifies recipient of close-out requirements
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
Reviews/concurs in completed document		Other (list)
Establishes project file		Percentage of Time Spent on Grants/Cooperative Agreements Management
Other (list)		
Project Management/Administration:		
Monitors recipient's activities and progress		
Reviews reports and deliverables and notifies recipient of comments		
Provides technical assistance to recipients		
Part 3. Interagency Agreements Duties		
Pre-Agreement:		Monitors cost management and overall technical performance
<1% Plans and negotiates work effort		Participates in decisions about project modification/termination
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments		Inspects and accepts deliverables
Prepares commitment notice		Other (list)
Writes or reviews scope of work		Close-out:
Responds to pre-agreement inquiries		Reviews final report
Participates in pre-agreement conferences		Decides on disbursement of equipment
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Reconciles payments with work performed
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Performs technical evaluation of work plan and budget		Certifies deliverables
Prepares funding package and obtains necessary concurrences		Resolves close-out issues with Grants Management Office/other agency
Other (list)		Other (list)
Project Management/Administration:		Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports		